

REVISED



STATE OF CALIFORNIA

CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.

CLASSIFICATION: Associate Government Program Analyst
Salary Range: \$3,764 -\$4,576

DATE: July 26, 2000

LOCATION: Small Business Development Center Program, Sacramento

FILING DEADLINE: Until filled

JOB DUTIES: Under the supervision of the Staff Development Supervisor, Assistant State Director – Operations, of the California Small Business Development Center (SBDC) Program, the Associate Government Program Analyst is responsible for the following:

- Provide support to State Office staff and local SBDCs in managing the Client Access Tracking System (CATS) used in maintaining statistical program data. Support includes, but is not limited to: training State Office staff and local SBDC staff on CATS input, upgrades and use of management reports, quarterly report submission to SBA, resolution of data transmission problems with local SBDCs and contractor, contract oversight, continued update and implementation of CATS standards.
- Conduct analysis of existing data and make recommendations for new and/or enhanced database applications used by State Office as management tools to more effectively monitor the local SBDCs and State Office operations.
- Assist State Office with continued improvement of the CSBDC's technology plan including implementation of video-conferencing capabilities throughout the SBDC network, analyze and make recommendations for improvements to technology systems, analyze feasibility of an SBDC extranet in coordination with Information Technology Services (ITS) staff to more effectively communicate with the SBDC network.
- Represent the CSBDC in coordination with ITS in developing new applications for increased program management.
- Perform other duties as required.

DESIRABLE QUALIFICATIONS:

- Ability to analyze issues and reach logical and creative solutions and recommendations.
- Ability to work as a team member, as well as independently with staff.
- Ability to use personal computers effectively to prepare work products in EXCEL and Word based programs.
- Knowledge and ability to use database software applications such as ACCESS to provide enhanced use of existing data.
- Communicate effectively both orally and in writing.
- Perform completed staff work.
- Familiar with State administrative processes, including contracts, budgets and accounting, and State program administration and compliance requirements.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

CONTACT: Mary McIntyre-Lett

PHONE: (916) 324-5068

PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency
Office of Small Business
801 K Street, Suite 1700
Sacramento, CA 95814

ATTENTION: Andrea Zeller

RPA #00-100